

RISK ASSESSMENT POLICY

Last reviewed	February 2021
Date of next review	February 2023
Reviewed by	Director of Finance and Operations
Approval by	Risk and Audit Committee

1. Aims

The Trust aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm;
- Risk assessments are conducted and reviewed on a regular basis.

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height

Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The Trust Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The Headteacher

The Headteacher is responsible for ensuring that all risk assessments are completed and reviewed. On a day to day basis, the Headteacher delegates the responsibility for producing and reviewing risk assessments to the Business Manager.

4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required by the Headteacher or Business Manager
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Business Manager to any risks they find which need assessing

4.4 Health and Safety Committee

Where a Health and Safety Committee exists, this group will assist with and participate in the production of risk assessments and the identification of areas where new or revised risk assessments are required.

4.5 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.6 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy. Schools may use their own risk assessment template provided this contains at least the same amount of information as the attached template.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the three years after the length of time they apply. Risk assessments are securely disposed of once no longer required.

6. Monitoring arrangements

This policy is set by the Trust and will be reviewed by the Director of Finance and Operations every two years. Following each review, the policy will be approved by the Risk and Audit Committee.

Risk assessments are written as needed by the Business Manager in conjunction with other relevant staff in school (such as Heads of Subject, Phase Leaders, site staff or members of the Senior Leadership Team) who may have more detailed knowledge of specific risks associated with their areas.

Risk assessments are reviewed by the Business Manager in conjunction with other relevant staff in schools annually, or when significant changes to legislation, statute, guidance, procedures or practice are made.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions
- Medicines in school policy

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	Completed by	Date of review
Workers under the age of 18	Melanie Swift	When required
Asbestos (where asbestos is present in the school)	Engie	April 2022
Control of substances hazardous to health (COSHH)	Mick Richardson	April 2021
Display screen equipment (DSE)	Melanie Swift	April 2021
Fire	Melanie Swift/Engie	April 2022
First aid	Hilary Bodycombe	Sept 2021
Manual handling	Melanie Swift	April 2021
Working at height	Melanie Swift	April 2021
Children being drawn into terrorism	Hilary Bodycombe	Sept 2021

This school also has the following risk assessments in place:

[illegible]

Appendix 2: risk assessment template (for use where schools do not already have a template in place which covers the same information)

Name of person completing the risk assessment					Date	
What are the hazards?	Who might be harmed and how?	What control measures are already in place? Are they sufficient?	What additional control measures are needed?	Action by who?	Action by when?	Completed?